

State of Nevada SOS: Commercial Recordings Division

Version Date: 4/13/2016

2016010 Appointment of Registered Agent by a Court-Appointed Nonresident Guardian of Adult

Description: These records document the appointment of a registered agent by a court-appointed nonresident guardian for an adult ward (NRS 159). The file may include but is not limited to: "Appointment of Registered Agent by Nonresident Guardian of Adult" form, application renewals, court orders, and related correspondence.

Retention: Retain for seven (7) calendar years from the end of the calendar year in which the last guardianship was terminated.

Disposition: Destroy Securely

2006120 Business Entity Filings

Description: This record series consists of the organizational and amendatory documents filed with the Secretary of State in accordance with Title 7 of the NRS. The files may contain: organizational documents (including articles of incorporation or organizational documents.), amendments, annual lists and related documentation.

Retention: Retain for as long as Nevada law requires business entities to register within the state.

Disposition: Permanent: Held by Agency

2006163 Business Entity Filings: Microfiche and Microfilm

Description: This record series consists of the security copy (made in accordance with NRS 239.051; NAC 239.699 (4), 239.755, 239.760 (4) and; SAM 0408.0 (2)) of the organizational and amendatory documents filed with the Secretary of State in accordance with Title 7 of the NRS. The files may contain: organizational documents (including articles of incorporation, list of officers and resident agents, etc.), amendments, annual lists and related documentation. The records consists primarily of microfilm rolls and various types of microfiche.

Retention: Retain these records for a period of one hundred (100) calendar years from the date of filing of the documents.

Disposition: Permanent: Transfer to State Archives

1999051 Consent to Service of Process File

Description: This record series consists of official notarized documents which irrevocably constitute and appoint the Secretary of State as the true and lawful attorney for the service of process in any action or proceeding arising against the undersigned individual(s).

Retention: Retain for a period of six (6) calendar years after expiration.

Disposition: Destroy Securely

2007058 General Improvement Districts

Description: This record series documents the filings relating to General Improvement Districts (GID, see NRS chapter 318). The files may contain but are not limited to: Copy of ordinance creating a GID (NRS 318.075 & 318.0953); Certificate of dissolution (See NRS 318.215); Inclusion of real property (See NRS 318.258); Copy of order altering boundaries of a GID (See NRS 318.267); Copy of ordinance dissolving, merging or consolidating a GID (See NRS 318.505); Related correspondence and similar documents.

Retention: Retain for as long as Nevada law requires business entities to register within the state.

Disposition: Permanent: Held by Agency

State of Nevada SOS: Commercial Recordings Division

Version Date: 4/13/2016

1999058 Incorporation and Disincorporation Filings

Description: These are the certified documents filed with the Secretary of State dealing with the incorporation or disincorporation of cities in the state of Nevada (See NRS 266.040 and 265.090). The record series may include but is not limited to: Declaration of incorporation of incorporated city (See NRS 265.090); Articles of incorporation (See NRS 266.039); Judgment disincorporating a city; Related correspondence; Similar documents.

Retention: Retain this record series for a period of three (3) calendar years.

Disposition: Permanent: Transfer to State Archives

2006140 Insignia and Name Registration Files

Description: This record series documents the registration of insignia and names in accordance with NRS 601.050. The files may contain: application, facsimile (or duplicate or description) of the insignia & name, copy of the certificate of registration, renewals, alterations, assignments, cancellations and related correspondence.

Retention: Retain these records for a period of three (3) calendar year after the expiration or cancellation date of the registration.

Disposition: Permanent: Transfer to State Archives

2010004 Non-Title 7 (NT7) Business Licensing Records

Description: These records document the licensing of businesses within the state which are not covered through Title 7 of the NRS (See AB 146, 2009 Statutes of Nevada Chapter 381). The record may include but is not limited to: Application data including name and address of business; Amendment data; Contact data; Similar data.

Retention: Retain these records for a period of six (6) calendar years from the end of the licensing year.

Disposition: Destroy Securely

2006141 Rights of Publicity Files

Description: This record series documents the registration of rights of publicity in accordance with NRS 597.790. The files may contain: application for registration of claim, corrections and related correspondence.

Retention: Retain these records for a period of fifty-three (53) calendar years from the death of the person who is the subject of the registration.

Disposition: Permanent: Transfer to State Archives

2005048 Summons, Subpoenas and Miscellaneous Pleadings

Description: This record series documents the summons, subpoenas and miscellaneous pleadings from the court system for action against the State of Nevada, the Secretary of State or directed by statute there (such as on behalf of corporations). The files may contain: a copy of the formal complaint or summons (stating the name of the parties, the date to appear in court, and signature of the judge or justice issuing the summons), subpoenas and miscellaneous pleadings -- including orders and requests (including the discovery process) to produce copies of records on file with the Secretary of State. Some of these documents may be placed into legal case files (See the General Records Retention and Disposition Schedules).

Retention: Retain for a period of six (6) calendar years from date of service on the Secretary of State.

Disposition: Destroy

State of Nevada SOS: Commercial Recordings Division

Version Date: 4/13/2016

2006139 Trademarks, Trade Names and Service Marks Files

Description: This record series documents the trade names, trademarks and service marks registered with the Secretary of State in accordance with NRS 600.240 to 600.390. The files may contain: application, specimen of mark and/or name, copy of certificate of registration, correction documentation, renewals, cancellation documentation and related correspondence.

Retention: Retain these records for a period of three (3) calendar year after the expiration or cancellation date of the registration.

Disposition: Permanent: Transfer to State Archives

2006128 UCC (Uniform Commercial Code) Filings: Database

Description: This record documents the filings of financial transactions in accordance with the Uniform Commercial Code (NRS chapter 104). The files may include: indexing data that identifies the debtor or mortgage company, address and contact information, type of filing, date of filing for the various documents with related information and links to imaged documents.

Retention: Update the files as needed, retaining the data as long as administratively useful.

Disposition: Destroy Securely

2006129 UCC (Uniform Commercial Code) Filings: Federal Tax Liens

Description: This record documents the filings of federal tax liens in accordance with 26 CFR 301.6323 (f). The files may contain: Notice of Federal Tax Lien (form 668), re-filing (See 26 CFR 301.6323 (g)), Certificate of Release, Certificate of Subordination, correction notices, Certificate of Non-Attachment, Certificate of Revocation and Reinstatement, Certificate of Withdrawal and similar information.

Retention: Retain these records for a period of ten (10) calendar years from the date of filing or re-filing, whichever is later.

Disposition: Destroy Securely

2006127 UCC (Uniform Commercial Code) Filings: Financing Statements

Description: This record series documents the filings of financing statements (See NRS 104.9515 (1)) in accordance with the Uniform Commercial Code (NRS chapter 104). The files may include: financing statements, amendments, terminations, continuations, correction statements and similar information. Some Real Property transactions may be included, but the office of record is the county recorder.

Retention: Retain these records for a period of six (6) calendar years from the lapse date.

Disposition: Destroy Securely

2006121 UCC (Uniform Commercial Code) Filings: Microfilm

Description: This record series documents the filing of financing statements and related documents in accordance with the Uniform Commercial Code (NRS chapter 104) and is used as a security copy in accordance with NRS 239.051 to the official record which appears in electronic format. The files may include: financing statements, amendments, terminations, continuations, correction statements and similar information.

Retention: Retain these records for a period of sixty (60) calendar years from the date of filing.

Disposition: Destroy Securely

State of Nevada SOS: Commercial Recordings Division

Version Date: 4/13/2016

2006125 UCC (Uniform Commercial Code) Filings: Public Finance and Manufactured Home Transactions

Description: This record series documents the filing of financing statements for public finance and manufactured home transactions in accordance with the Uniform Commercial Code (NRS chapter 104). The files may include: financing statements, amendments, terminations, continuations, correction statements and similar information.

Retention: Retain these records for a period of six (6) calendar years from the lapse date.

Disposition: Destroy Securely

2006126 UCC (Uniform Commercial Code) Filings: Transmitting Utilities

Description: This record series documents the filings of financing transactions of transmitting utilities in accordance with the Uniform Commercial Code (NRS chapter 104). The files may include: financing statements, amendments, terminations, continuations, correction statements and similar information.

Retention: Retain for as long as Nevada law requires business entities to register within the state.

Disposition: Permanent: Held by Agency

2007059 Water Control Incorporations

Description: These records document the filings with the Secretary of State concerning the control of water (See NRS chapters 541 and 543).
The files include but are not limited to: Incorporation of Water Conservancy Districts (See NRS 541.090); Ordinance creating a flood control district (See NRS 543.300); Ordinance dissolving a flood control district (See NRS 543.300); Related correspondence and similar documentation.

Retention: Retain for as long as Nevada law requires business entities to register within the state.

Disposition: Permanent: Held by Agency